



**Job Title:** Student Trainee(Legal)  
**Department:** Department of Defense  
**Agency:** Office of the Secretary of Defense  
**Job Announcement Number:** WHS-16-1539359-DE

**SALARY RANGE:**

\$43,057.00 to \$55,970.00 / Per Year

**OPEN PERIOD:**

Monday, November 2, 2015 to Monday, December 14, 2015

**SERIES & GRADE:**

GS-0999-07

**POSITION INFORMATION:**

Full Time - Internships NTE 10 Weeks

**PROMOTION POTENTIAL:**

07

**DUTY LOCATIONS:**

1 vacancy in the following location:

Pentagon, Arlington, VA

**WHO MAY APPLY:**

United States Citizens

**SECURITY CLEARANCE:**

Secret

**SUPERVISORY STATUS:**

No

**JOB SUMMARY:**

About the Agency (<http://www.whs.mil/>)

**IMPORTANT NOTICE TO VETERANS CLAIMING PREFERENCE: PLEASE REFER TO THE OTHER INFORMATION SECTION FOR UPDATED INFORMATION ON VETERANS PREFERENCE CRITERIA.**

This announcement is for the OSD Summer Honors Legal Internship Program, First Year Law Students. Expected start date is June 6, 2016. This program is 10 weeks.

MULTIPLE VACANCIES WILL BE FILLED WITH THIS ANNOUNCEMENT

**MISSION STATEMENT:**

The Department of Defense (DoD) Office of the General Counsel (OGC) is the highest level legal organization within DoD. The DoD General Counsel is appointed by the President and confirmed by the Senate and serves as the Chief Legal Officer of DoD, the legal advisor to the Secretary of Defense, and the Director of the Defense Legal Services Agency (DLSA). The Office is responsible for advising high-level policy makers in the Office of the Secretary of Defense (OSD). In addition, the Office works closely with Departments of Justice, State, Treasury, and other Government agencies.

Selection for the Office of the Secretary of Defense Honors Legal Internship Program is highly competitive.

Each year the Office of General Counsel seeks high achieving law students to participate in the OSD Honors Legal Internship Program. The program provides an introduction to the dynamic legal environment of the Department of Defense and affords participants a wide variety of learning experiences.

OSD Honors Legal Interns will be assigned to specific offices within DoD OGC or DLSA, such as the Offices of the Deputy General Counsels for Acquisition & Logistics, Environment, Energy & Installations, Personnel & Health Policy, Legal Counsel, Fiscal, Legislative Counsel, International Affairs, Intelligence, the Standards of Conduct Office, and Washington Headquarters Services/Pentagon Force Protection Agency OGC. There are few, if any, offices that can provide summer law clerks the diversity of practice areas and experiences that are available as an OSD Honors Legal Intern in DoD OGC.

THIS IS NOT A VACANCY ANNOUNCEMENT. INDIVIDUALS SEEKING TO APPLY TO THE OSD SUMMER HONORS LEGAL INTERNSHIP PROGRAM MUST APPLY VIA EMAIL TO [osd.pentagon.ogc.mbx.php-summer-law-interns@mail.mil](mailto:osd.pentagon.ogc.mbx.php-summer-law-interns@mail.mil) (mailto:osd.pentagon.ogc.mbx.php-summer-law-interns@mail.mil) APPLICATIONS WILL ONLY BE ACCEPTED BY FOLLOWING THE INSTRUCTIONS UNDER HOW TO APPLY AND WILL NOT BE ACCEPTED VIA THIS POSTING.

**TRAVEL REQUIRED**

- Occasional Travel
- Occasional

**RELOCATION AUTHORIZED**

- No

**KEY REQUIREMENTS**

- College and Law School Transcripts Required
- Application materials must be received by 11:59PM EST on closing date
- Must be U.S. Citizen

- Enrollment or accepted for Enrollment on at least a half time basis
  - Position is drug test designated and requires security clearance
  - A one year trial/probationary period may be required
  - Must meet the eligibility requirements of Pathways Internship
  - Enrollment in American Bar Association-accredited law school
  - Student must have completed one year of law school by their effective date
  - No opportunity for conversion to a permanent position
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## DUTIES:

### MAJOR DUTIES:

- Interns are given considerable flexibility in assignments.
  - Interns will have the opportunity to enhance research and drafting skills by working in close association with members of OGC.
  - Interns will assist in drafting and commenting on legislation, regulations, congressional testimony, litigation materials, and legal opinions.
  - Interns will assist in the process of formulating DoD legal policy on high-profile topics of current interest.
  - Interns may visit the U.S. Supreme Court, the Senate Armed Services Committee, the U.S. Court of Appeals for the Armed Forces, military bases, and DoD field activities. All activities are intended to familiarize the legal intern with the practice of law by federal attorneys and the work of DoD in general.
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## QUALIFICATIONS REQUIRED:

**Please review the General Application Information and Definitions at:**  
**<http://www.hr.dla.mil/downloads/ApplicationInfo/DoDGenAppInfo.pdf>**  
**(<http://www.hr.dla.mil/downloads/ApplicationInfo/DoDGenAppInfo.pdf>)**

**WHO MAY BE CONSIDERED:** This announcement is open to: All U.S. Citizens eligible for the Pathways Internship Program. To be eligible for this position, you must: Be a U.S. citizen; Be at least 16 years of age at the time of appointment; Be enrolled (or accepted for enrollment) in an accredited educational institution; Be enrolled at least half-time as defined by your educational institution; and Have at least a 2.0 grade point average (GPA) at the time of appointment and throughout the duration of the internship.

This is a temporary position NTE 10 weeks; may be extended.

The experience described in your resume will be evaluated and screened for the Office of Personnel Management's (OPMs) basic qualifications requirements. See: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general->

schedule-qualification-standards/#url=Group-Standards (<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards>) and other competencies and specialized experience needed to perform the duties of the position as described in the MAJOR DUTIES and QUALIFICATIONS sections of this announcement by Monday, December 14, 2015

The Pathways Program candidates will meet the qualification requirements consistent with OPM qualification standards applicable to the position being filled. To qualify for this position, you must be a student enrolled or accepted for enrollment in a qualifying educational or certification program.

Minimum qualifications for a Student Trainee, GS-0999-07:

- Completion of 1 full academic year of graduate level education; or eligibility under Superior Academic Achievement Provision and completion of a bachelor's degree.
- Students must have completed one year of law school by the beginning of the 2016 summer.
- Students must be continuing in legal studies throughout the summer and/or into the Fall of 2016 to be eligible.
- Prior graduates and students graduating in the Spring of 2016 are not eligible

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**<http://www.hr.dla.mil/downloads/ApplicationInfo/DoDGenAppInfo.pdf>**  
**(<http://www.hr.dla.mil/downloads/ApplicationInfo/DoDGenAppInfo.pdf>)**

**(Note: An official transcript; statement from the institution's registrar, dean, or other appropriate official; or equivalent documentation is acceptable for proof of eligibility prior to appointment.)**

**\*NOTE:** Failure to provide transcripts will result in you being rated ineligible for this position.

If substituting education for experience, at the **GS-09 level**, you must possess a master's or equivalent degree OR 2 full years of progressively higher graduate education leading to such a degree, OR LL.B or J.D. if related.

**GRADUATE EDUCATION:** One academic year of graduate education is considered to be the number of credit hours that your graduate school has determined to represent one academic year of full-time study. Such study may have been performed on a full-time or part-time basis. If you cannot obtain your graduate school's definition of one year of graduate study, 18 semester hours (or 27 quarter hours) should be considered as satisfying the requirement.

**\*\*Degree must be obtained from an accredited college or university\*\***

Department of Education link to verify accreditation:

<http://www.ope.ed.gov/accreditation/Search.aspx> (<http://www.ope.ed.gov/accreditation/Search.aspx>)

For More Information on Superior Academic Achievement please refer to this link:

<http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-policies/#url=General-Policies> (<http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-policies/#url=General-Policies>)

For more details regarding the General Policies of Qualification Standards. Please see: <http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp> (<http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp>)

**SUPPORTING DOCUMENTATION: Students wishing to apply for this position must submit transcripts. (Unofficial transcripts are acceptable.) If selected, official transcripts are required.**

**WORK SCHEDULE:** Full Time

**OVERTIME:** No

**TRAVEL:** Occasionally

**PERMANENT CHANGE OF STATION (PCS):** Not Authorized

**RECRUITMENT INCENTIVES:** Not Authorized

**FAIR LABOR STANDARDS ACT (FLSA):** Non-Exempt

**FINANCIAL DISCLOSURE:** Not Required

**TELEWORK ELIGIBILITY:** This position is not telework eligible

**DRUG TESTING:** Required

(You must successfully pass a pre-employment drug test for this position. If you decline to take the drug test, it will be considered a declination for employment.)

**SECURITY REQUIREMENTS:** Noncritical Sensitive

**SELECTIVE SERVICE REQUIREMENT:** Please visit <https://www.sss.gov> (<https://www.sss.gov>) for more information.

Please review the General Application Information and Definitions at:

<http://www.hr.dla.mil/downloads/ApplicationInfo/DoDGenAppInfo.pdf> (<http://www.hr.dla.mil/downloads/ApplicationInfo/DoDGenAppInfo.pdf>)

**Other Notes:**

Any applicant tentatively selected for this position will be required to undergo a pre-employment background investigation.

This announcement may be used to fill additional vacancies during the next 90 days. This could result in a few or many vacancies being from this announcement.

All applicants must meet qualifications and eligibility criteria by the closing date of the announcement.

Law interns do NOT have the opportunity to be noncompetitively converted to positions in the competitive service since attorneys are in the excepted service pursuant to section 213.3102 of 5 CFR.

The DoD OGC seeks applicants with high academic qualifications and outstanding skill in written communications. Students are selected based on merit. Selection criteria include, but are not limited to: a demonstrated interest in DoD's mission; coursework, work experience, and/or research projects/publications; and participation in extracurricular activities.

If, after reviewing your résumé and supporting documentation, a determination is made that you have inflated your qualifications and or experience, you may lose consideration for this position. Please follow all instructions carefully. Errors or omissions may affect your eligibility. Qualified candidates will be assigned to a quality category (Best-Qualified, Highly-Qualified, and Qualified). The category assignment is a measure of the degree in which your background matches the competencies required for this position.

#### **HOW YOU WILL BE EVALUATED:**

The information you provide may be verified by a review of your work experience and/or education, by checking references and through other means (e.g. writing sample). Your evaluation may also include a review by a Human Resources Specialist or panel and may include other assessments (e.g., writing sample).

To determine if you are best qualified for this job, your resume and supporting documentation will be evaluated and reviewed to verify that you meet the basic eligibility and qualification requirements.

We will review your résumé and supporting documents, to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications and/or education on the information provided and evaluate your relevant education and/or work experiences as it relates to fundamental competencies, identified in the Qualifications section above, required for this position. Based on the results of this evaluation, you will be placed in one of the following quality categories:

**Best Qualified:** This highest category will be used for those candidates who possess the type and quality of experience and/or education that substantially exceeds the minimum qualifications of the position, including any selective placement factors and/or appropriate quality ranking factor(s), as determined by the job analysis.

**Highly Qualified:** This higher category will be used for those candidates who possess the type and quality of experience and/or education that exceed the minimum qualifications of the position, as determined by the job analysis.

**Qualified:** This lowest category will be used for those candidates that meet the minimum qualifications and/or education of the position and are proficient in some, but not all, of the requirements of the position. Candidates may require extensive training and/or orientation in order to satisfactorily perform the duties of the position.

<http://www.opm.gov/HiringReform/HiringReformRequirements/CategoryRating/index.aspx> (<http://www.opm.gov/HiringReform/HiringReformRequirements/CategoryRating/index.aspx>).

Names of the candidates in the Best Qualified category will be sent first to the hiring manager for employment consideration. Applicants in other categories will be referred in accordance with category rating procedures.

The information you provide may be verified by a review of your work experience and/or education, by checking references and through other means (e.g. writing sample). Your evaluation may also include a review by a Human Resources Specialist or panel and may include other assessments (e.g., writing sample).

**Application of Veterans Preference:** The Category Rating Method does not add veterans' preference points or apply the "rule of three," but protects the rights of veterans by placing them ahead of non-preference eligibles within each category. Preference eligibles who meet minimum qualification requirements and who have a compensable service-connected disability of at least 10 percent must be listed in the highest quality category, except when the position being filled is scientific or professional at the GS-9 grade level or higher. A selecting official may make selections from the highest quality category (Highly Qualified) provided no preference eligible in that category is passed over to select a non-preference eligible in that category unless the requirements of 5 U.S.C 3317(b) or 3318(b) are satisfied.

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#### **BENEFITS:**

You can review our benefits at: [https://help.usajobs.gov/index.php/Pay\\_and\\_Benefits](https://help.usajobs.gov/index.php/Pay_and_Benefits)  
([https://help.usajobs.gov/index.php/Pay\\_and\\_Benefits](https://help.usajobs.gov/index.php/Pay_and_Benefits))

The Federal government offers a number of exceptional benefits to its employees. The following Web address is provided for your reference to explore the major benefits offered to most Federal employees: [https://help.usajobs.gov/index.php/Pay\\_and\\_Benefits](https://help.usajobs.gov/index.php/Pay_and_Benefits) ([https://help.usajobs.gov/index.php/Pay\\_and\\_Benefits](https://help.usajobs.gov/index.php/Pay_and_Benefits))

Interns are generally ineligible for Federal Employee Health Benefits (5 CFR § 890.102) and retirement coverage (5 CFR § 831.201, 842.105).

Employees hired under the Pathways Program on appointments for 90 days or more are eligible to earn annual and sick leave. As provided in 5 U.S.C. 6303(b), employees whose appointments are limited to less than 90 days may be eligible for annual leave if they have previously served for a continuous period of 90 days under successive appointments.

#### OTHER INFORMATION:

**Please review the General Application Information and Definitions at:**  
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**(<http://www.hr.dla.mil/downloads/ApplicationInfo/DoDGenAppInfo.pdf>)**

**IMPORTANT NOTICE TO VETERANS:** The Office of Personnel Management has published the end date for Operation Iraqi Freedom (OIF) as August 31, 2010. To receive veterans' preference for service during the Enduring Freedom/Iraqi Freedom era, you must have served for more than 180 days between September 11, 2001 and August 31, 2010 OR be in receipt of a campaign badge or expeditionary medal. The updated CFR language is available at: <http://www.ecfr.gov/cgi-bin/retrieveECFR> (<http://www.ecfr.gov/cgi-bin/retrieveECFR>)? Other qualifying eligibility for preference (e.g., disability) remains unchanged.

**\*NOTE:** If you submit a resume but no questionnaire, you cannot be considered for the position. If you submit a questionnaire but no resume, you cannot be considered for the position. Your application will be appropriately documented and you will be removed from further competition against this announcement.

**\*NOTE:** Declining to be interviewed or failure to report for a scheduled interview will be considered as a declination for further consideration for employment against this vacancy.



**CONVERSION:** DoD Policy does not allow Pathways Internship Program participants on an NTE appointment an opportunity to be converted non-competitively to a career-conditional or term position.

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#### HOW TO APPLY:

All documents must be saved as PDFs. You should name your file with your last name, first name, and document name (e.g., Smith, John Cover Letter.pdf). To ensure consideration for employment, submit the following:

1. **Cover letter.** Please indicate why you would like to intern at OGC. The cover letter must be submitted as a separate attachment to your application email and not as text in the email. The cover letter should also provide more detailed information on applicant's interest in the program (list the OGC offices you would prefer). There is no guarantee you will be placed in a particular office within OGC.
2. **Resume.** Please be sure to include relevant experience such as prior experience with DoD or another federal agency, or legal work experience. Also, include volunteer experience and extracurricular activities.
3. **Writing Sample.** A legal memorandum or a legal brief is preferred. Submission of the entire memorandum or brief, as opposed to a shortened version is preferred.
4. **Undergraduate Transcripts.** An unofficial transcript may be submitted as part of the initial applications, but an official transcript or equivalent document will be required before a final offer is made.
5. **Graduate Transcripts.** Please include an unofficial copy with application materials, if cited in resume.
6. **Proof of current law school enrollment.** An official transcript; statement from the institution's registrar, dean, or other appropriate official; or equivalent documentation is acceptable.

**ALL ITEMS LISTED ABOVE MUST BE E-MAILED TO** [osd.pentagon.ogc.mbx.php-summer-law-interns@mail.mil](mailto:osd.pentagon.ogc.mbx.php-summer-law-interns@mail.mil) (mailto:osd.pentagon.ogc.mbx.php-summer-law-interns@mail.mil) ON OR BEFORE 11:59PM EST ON THE CLOSING DATE; INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED.

All application materials become property of the office and will not be returned.

#### REQUIRED DOCUMENTS:

Please review the General Application Information and Definitions at:  
<http://www.hr.dla.mil/downloads/ApplicationInfo/DoDGenAppInfo.pdf>  
(<http://www.hr.dla.mil/downloads/ApplicationInfo/DoDGenAppInfo.pdf>)

- Cover Letter

- Resume
- Transcripts: Undergraduate and Transcripts REQUIRED--We accept unofficial transcripts, as long as they contain the applicant's name, the name of the school, the date and degree that was awarded, and the list of classes and credits earned. Transcripts must be received in this office by 11:59PM EST on Monday, December 14, 2015 in order to be considered.
- Writing Sample
- Proof of Veterans preference(if applicable)
- Graduate Transcript(if applicable)
- Proof of law school enrollment

**NOTE: If you fail to provide the above listed documents, your application package will be considered incomplete and you will be found ineligible.**

Applicants who have relatives and/or family members employed within OSD or the Joint Staff must specify the organizational entity or entities in which these individuals are employed.

AGENCY CONTACT INFO: Intern Coordinator at [osd.pentagon.ogc.mbx.php-summer-law-interns@mail.mil](mailto:osd.pentagon.ogc.mbx.php-summer-law-interns@mail.mil) (<mailto:osd.pentagon.ogc.mbx.php-summer-law-interns@mail.mil>) or (703) 571-2668.

**VETERANS' PREFERENCE:** Documentation intended to establish preference must be received by 11:59PM EST on Monday, December 14, 2015 Information on veterans' preference and other veteran entitlements can be found in the VetInfo Guide <http://www.opm.gov/staffingportal/vetguide.asp> (<http://www.opm.gov/staffingportal/vetguide.asp>)

**AGENCY CONTACT INFO:**

OSD Servicing Team  
Phone: (614)692-2646  
Fax: (614)693-1505  
TDD: (800)750-0750  
Email: [DHRS-DOSD@DLA.MIL](mailto:DHRS-DOSD@DLA.MIL)

Agency Information:  
Office of the Secretary of Defense  
Human Resources Directorate  
4800 Mark Center Drive

Suite 03D08  
Alexandria, VA  
22350-3200 Fax: (614)693-1505

**WHAT TO EXPECT NEXT:**

Once you successfully complete the application process, you will receive a notification of receipt. Your application package will be reviewed to ensure you meet the basic eligibility and qualifications requirements, and you will receive a notification. A review will be made of and the documentation you submitted to support your responses. A list of qualified applicants will be created and sent to the selecting official. All applicants reviewed and/or referred will receive a notification letter. The selecting official may choose to conduct interviews, and once the selection is made, you will receive a notification of the decision.

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**Control Number: 420289100**

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